

King's Undergraduate Medical Education in the Community (KUMEC)

Independent Tutor Assignments Additional Requirements and Information for Assignment Details Form

Independent tutors accepting this assignment will be required to:

1. Comply with standards set by the General Medical Council (GMC) and the Nursing and Midwifery Council (NMC) (as applicable) and for other colleagues to comply with the standards of their own professional bodies.
2. Promptly inform KUMEC if there is any change in their registration status with the GMC or NMC or if they are under investigation by NHS England or any other regulatory body.
3. Ensure that students respect the dignity of patients and the confidentiality of medical information and seek prior consent from any patient involved in the teaching process
4. Maintain contact with KUMEC and consult with KUMEC regarding matters arising from their teaching.
5. Should it become necessary to arrange for someone to deputise for a teaching session, to promptly notify KUMEC.
6. Attend training events provided by KUMEC as appropriate and relevant to their needs and professional development related to the responsibility of their teaching.
7. Return all necessary paperwork, including student assessment forms, attendance records and/or mark sheets to within the time specified in each case.
8. Familiarise themselves with the curriculum content of the KUMEC teaching programmes and be familiar with the teaching and learning tasks as set out in the teachers' year-specific handbooks and teaching materials provided by KUMEC.
9. Encourage active medical student participation in learning with a view to making teaching and learning an enjoyable experience for all concerned.
10. Be professional in their relationships with medical students and model professional behaviour, including as regards consent and confidentiality, and adhere to King's Equal Opportunities and Diversity policy. Further information can be accessed on the King's website: <https://www.kcl.ac.uk/policyhub/equality-diversity-inclusion-policy>
11. Abide by the King's commitment to providing its staff and students with a working and learning environment that is free from all forms of harassment, bullying and discrimination, as detailed on the King's College London website: <https://www.kcl.ac.uk/policyhub/bullying-harassment-policy>
12. Ensure student assessments are fair and credible according to programme criteria.
13. Make feedback and evaluation of the programme an integral part of the teaching and ensure it is undertaken according to the agreed feedback and evaluation guidelines.
14. Notify KUMEC promptly if they become aware that a student is having difficulties in their placements, or if there is any cause for concern.
15. Adhere to the teaching programme of the KUMEC curriculum and ensure that the teaching sessions are undertaken as detailed in the programme.
16. Start teaching sessions promptly and if unable to take a session, promptly inform KUMEC.

17. Ensure adequate protected time for each session within a welcoming environment for students.
18. Undertake all administrative responsibilities related to the teaching programmes, e.g. complete and return necessary paperwork promptly, respond to phone and e-mail enquiries and keep adequate/appropriate records.
19. Attend and participate in training events, briefing sessions and meetings with other teachers and facilitators in accordance with programme requirements.
20. Attend at least one the KUMEC briefing, training or conference workshop or teacher networking session per year.
21. Review and use feedback from students and colleagues, working with KUMEC staff to make adaptations to their teaching when helpful.
22. Identify their own learning needs as teachers and engage with both KUMEC and their peers in addressing these.

Further Information

KUMEC aims to:

23. Make information and channels of communication available throughout the teaching year to enable independent tutors registered with King's Talen Bank to be fully briefed and relay concerns and ideas. Resources can be accessed from www.kingstalentbank.com.
24. Support independent tutors registered with the King's Talent Bank in identifying their needs in relation to their teaching and help to address them.
25. Provide appropriate and structured training and support of good quality on an individual and group basis for independent tutors registered with the King's Talent Bank.
26. Organise and administer the teaching programmes, taking into account the needs of independent tutors registered with the King's Talent Bank.

Reviewed: February 2025